

**PARAPROFESSIONAL TUITION ASSISTANCE FORM**

Instructional paraprofessionals who want a portion of a college level course in a pre-approved endorsement in a critical need area funded by the school system must complete this form and submit the form to the Assistant Superintendent in order to receive prior written approval before the beginning of the course.

Employees who resign or are terminated by the school division prior to reimbursement will not receive payment. Employees who receive reimbursement from the Tuition Reimbursement Program shall agree to work for King George County Public Schools for one school calendar year after receipt of the assistance. If the employee does not return to honor the commitment or is terminated by the school division within the one school calendar year after receiving the tuition reimbursement, he or she is obligated to reimburse King George County Schools for the amount paid from the Tuition Reimbursement Program.

At the end of the course, the employee must submit a transcript/grade report to the Assistant Superintendent for reimbursement. Textbooks are not reimbursable.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
School: PES KGES KGMS KGHS SES Position: \_\_\_\_\_  
(Circle One)

Course Name and Number: \_\_\_\_\_  
College or University: \_\_\_\_\_  
Location of Class: \_\_\_\_\_  
Start Date of Class: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
Tuition Charge: \_\_\_\_\_

I wish to apply for tuition assistance in the amount of \$ \_\_\_\_\_ for the above named course. I am enrolling in this course:  
\_\_\_\_\_ Leading to endorsement in a critical need area.

_____	_____
Signature of Applicant	Date
_____	_____
Signature of Principal/Supervisor	Date

**For Central Office Use Only**

\_\_\_\_\_ is approved for \$ \_\_\_\_\_  
tuition assistance to take \_\_\_\_\_.

Assistant Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Finance Code: \_\_\_\_\_ Request#: \_\_\_\_\_

Rev. 8/26/09